



## **JOB DESCRIPTION**

Title: **CHIEF ADMINISTRATIVE OFFICER**  
Department: Mayor  
Class Code: 0610  
FLSA Status: Exempt  
Effective Date: January 1, 2018  
Grade Number: 35

### **GENERAL PURPOSE**

Under the direction of the Mayor, oversees the operations of all city departments. Advises the Mayor and provides extensive professional assistance and recommendations on City issues to the Mayor and Department Heads. Performs highly responsible administrative work covering a broad range of municipal activities. This is a professional position requiring extensive experience in government and business; exceptional analytical and communication skills. This is an appointed position to the Office of the Mayor exempt from the Career Service System.

### **EXAMPLE OF DUTIES**

- \*-- Coordinates the operations of City departments in accomplishing global city objectives and policies.
- \*-- Advises the Mayor on a variety of city issues and assists in developing policy and implementation of services.
- \*-- Advises directors regarding establishment and implementation of goals, programs and future plans for all City departments.
- \*-- Defines and evaluates the operational performance of City departments.
- \*-- Implements management control systems and reporting procedures.
- \*-- Develops policies and procedures designed to facilitate the effective and efficient conduct of governmental business.
- \*-- Coordinates ordinances and business items for consideration by City Council. Attends City Council meetings and recommends measures deemed expedient.
- \*-- Assists with the administration of the annual City budget.

- \*-- Represents the interest of the City before federal, state, and county agencies and community organizations.
- \*-- Advises Mayor on the appointment and removal of department heads.
- \*-- Oversees press relations for the Mayor and City in general. Works with public relations staff regarding information and city position on a variety of issues.
- Performs other related duties as required or assigned.

## **MINIMUM QUALIFICATIONS**

### Education and Experience

- Bachelor's Degree in Public Administration, Political Science, Business Administration or a related field plus six (6) years of direct work experience in government or with government agencies. Four (4) years of experience must be in a direct advisory or administrative position with an elected official. Must show progressively more responsibility and have experience as a direct supervisor.

### Necessary Knowledge, Skills and Abilities

- Knowledge of the principles and practices of municipal administration, as well as a good understanding and knowledge of the functions of municipal government. Considerable knowledge of the laws, ordinances, and regulations relating to municipal corporations in Utah.
- Knowledge of principles of management, supervision, planning, budgeting, accounting, governmental finance and personnel principles and practices.
- Ability to make acceptable professional recommendations on short and long term policy development concerning matters of major importance to the citizens and administration of Murray City.
- Responsibility for supervision of all City department heads and directors; great responsibility for the care, condition, use of materials, and for making decisions that affect the activities of people.
- Ability to communicate with other departments, furnishing and obtaining information as well as requiring tact and judgement to avoid friction; frequent contacts with executives on matters requiring explanations and discussions; outside contact with public presenting data that may influence important decisions; frequent contacts involving the carrying out of programs and schedules requiring the influencing of other to obtain desired result; regular and frequent outside contact with persons of high rank, requiring tact and judgment to deal with and influence people; requires a well-developed sense of timing and strategy; constant contact with elected officials and leaders of other organizations.

Communicate effectively verbally and in writing.

- Ability to organize, delegate and establish meaningful goals; balance multiple conflicting priorities and make decisions that are subject to criticism and interpersonal conflict.
- Ability to organize, delegate and establish meaningful goals.

## **TOOLS & EQUIPMENT USED**

- Personal computer, including word processing; phone; copy and fax machine.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is regularly required to stand and walk.
- The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

- Work is performed primarily in an office setting, some traveling by car or plane may be required. The noise level in the work environment is usually quiet in the office, moderate while traveling.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

EMPLOYEE'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

H. R. DEPT. APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

\*Essential functions of the job.